



BOARD OF SELECTMEN
P.O. BOX 725
FITZWILLIAM, NH 03447
(603) 585-7723 Fax: (603) 585-7744
Email: fitzwilliamnh@fitzwilliam-nh.gov

BOARD MEETING MINUTES
November 07, 2019
9:00 A.M.

Selectmen Present: Daniel Baker, Robyn Bates, Charles Kenison

Guests: Richard Goettle, Beth Lorenz, Ann McEntee, Library Trustees; Kate Thomas, Library Director; John Fitzwilliam, Chair, Historic District Commission

Mr. Baker called the meeting to order at 9 a.m.

PRIMARY:

9:00 PUBLIC COMMENT – No comment

***** APPROVE MINUTES**
- October 24, 2019

Mr. Kenison made a motion to approve the minutes. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

***** APPROVE MANIFESTS**

Mr. Kenison made a motion to approve the manifests. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

***** REVIEW SIGNATURE FOLDER** – The Selectmen reviewed and signed.

9:15 MEET WITH RICHARD GOETTLE
- Library Capital Requests

Mr. Baker mentioned to the Library Trustees and the Chair of the Historic District Commission that the Selectmen had started their review of CIP requests. The Selectmen have gone over maintenance work needed on Town owned buildings. Mr. Baker mentioned that at the face painting event at the Library, he saw kids climbing on the fence. Mr. Baker noted that there was construction debris that needed to be disposed of and that the fence could be taken down and disposed of along with the construction debris. Mr. Baker stated that the fence was a concern as someone could get hurt. It was noted that the fence wasn't on the Library's CIP request for next year. Mr. Goettle stated that it has been a request on their CIP since 2014 and never got funded and the fence was getting worse. Mr. Goettle would be willing to flip the 2 year request and have the north side in 2021 and the fence in 2020. Mr. Baker mentioned that he was willing to saw the rails, the highway guys could make the hangers and this could be done in the interim. Mr. Goettle stated that if he did that, the fence would never be rebuild like it currently is.

Mr. Goettle mentioned that he didn't know what the Historic District Commission would do. Mr. Fitzwilliam as Chair of the Historic District Commission has given approval for the fence to be like the fence on the common. Mr. Goettle mentioned stripping the cladding on the granite posts. The thought was to have a community fence raising party. Ms. Bates stated that was what Mr. Baker mentioned having the highway guys do. Mr. Goettle stated it made sense to get rid of the safety hazard and asked how long they would have to live with nothing. Mr. Goettle stated that the Library fence has never been like the common fence. Mr. Goettle point out that old pictures show a fence like the current one. Mr. Baker stated he was willing to saw pine rails. Mr. Kenison explained how the fence was attached to the granite posts. Mr. Goettle discussed how new fencing could be attached to the existing granite posts. Mr. Goettle stated the trustees weren't opposed to getting rid of the existing fence but it has been an agenda item for so many years and if taken down, the trustees want a commitment to put up new. The trustees didn't want a fence like the common. Discussion was held on the type of material to be used and not being sure what the Historic District Commission would approve. Mr. Goettle didn't think that the Selectmen would make a

BOARD MEETING MINUTES

November 07, 2019

commitment today. Mr. Baker stated that he would volunteer to saw the wood and if they want it in their budget and have it constructed by a contractor that would be fine. The Selectmen's concern was that the existing fence was dangerous. Mr. Baker stated that however the trustees wanted to handle, he would participate. Mr. Goettle asked the Selectmen to take the fence down.

Mr. Goettle asked if could flip their CIP. Mr. Kenison asked if repairs needed to be done. Mr. Baker mentioned the water damage. It was noted that they were priority items and that was why they were requested for next year. The north side needed attention, trees to be cut, cutters to be removed and drainage added. Mr. Baker stated the Library Trustees had the right priority.

Mr. Fitzwilliam explained what the Historic District Commission would allow and explained that they take into consideration how things look from the street. Discussion was held on maintenance of historical buildings, preservation and responsible stewardship.

The fence would come down fairly quickly and the highway guys would trim bushes along with removal of the invasive species. Mr. Baker was asked what the time frame was for sawing the lumber. Mr. Baker thought it could be done over the winter. Mr. Baker asked the trustees to decide what they wanted and he was willing to offer a heated workshop for building the fence. The CIP meeting would be coming up with March approval. Mr. Baker stated that the Selectmen didn't want to say what the trustees' priorities were. Ms. Bates mentioned the rot on the base in the front foyer and questioned if it was on CIP. Mr. Goettle mentioned that the front porch painting was on 2021. The trustees weren't aware of the rot and stated they should address for 2021. Ms. Bates asked if the trustees had brought in a contractor to access. Mr. Goettle stated that they did for the north side but didn't have anyone give options on the fence. Mr. Baker mentioned the foundation work that was required. Mr. Goettle mentioned they (trustees) were going to put a stone bed on the north side. Mr. Baker stated that the Town Hall has some foundation issues and they could have combined the work together. Mr. Baker mentioned trying to find someone. John Givens name was mentioned. Mr. Goettle would find out from the house builder who did their concrete steps.

The Selectmen thanked the trustees for meeting with them. Mr. Kenison asked if it was okay to take the fence down. The trustees agreed to move forward with that. Ms. Thomas stated it would be a mistake not to clad the fence posts.

Ms. Bates asked how the Selectmen felt about the trustees moving their CIP priorities. The Selectmen didn't agree. It was noted the fence was aesthetic.

Ms. Thomas and Ms. McEntee asked if the Selectmen would delay taking the fence down to allow them time to get measurements. Mr. Baker stated they would store a section of the fence and one section of cladding in the Village Fire Station building. Mr. Kenison mentioned that the building needed to be cleaned up.

10:15 MEET WITH ROBERT DILUZIO

Bill Prigge and Edwin Mattson, Jr. met with the Selectmen in the absence of Robert DiLuzio. Ms. Bates asked about any advancement in terms of EMS. Mr. Prigge stated that they were waiting to see what happened this morning regarding a contract with Mr. DiLuzio. Mr. Mattson, Jr. asked if the figure Mr. DiLuzio mentioned at the last meeting was firm. It was noted that it was going to be discussed today. Mr. Baker mentioned that they didn't have Mr. DiLuzio's pricing. Swanzey's cost and the number of calls were reviewed. Mr. Prigge stated there would be some stability. Both Mr. Prigge and Mr. Mattson, Jr. were in favor of having DiLuzio stationed in Fitzwilliam. Mr. Mattson, Jr. asked if Mr. DiLuzio was offering 24/7 or daytime. Mr. Baker stated it was a topic for the three towns. Mr. Baker asked if there should be an agreement between the towns. Mr. Mattson, Jr. didn't know if the three towns had agreed yet. It was noted that there hasn't been an agreement. Richmond has a separate contract for approximately \$14,000. A faster time response would be the only benefit for Richmond to join the collaboration, unless they were happy with the current response times. Mr. Prigge asked if talking about Acting Fire Chief Adam Dubriske's committee or the Selectmen. Mr. Prigge thought it made sense for the Selectmen to be involved since they make the final approval. Mr. Kenison discussed who was in attendance at the last collaboration meeting. Ms. Bates asked how they were budgeting for the ambulance. Mr. Prigge was hoping they would have had a decision this morning and would have something to help them figure the ambulance budget. Medical supplies would be in the ambulance budget but could be added to the Fire Department budget. Mr. Baker stated to start with a one year contract. Getting the towns together and getting additional data – going to 24/7 coverage. The thought was that it could be higher than covering from Keene. Mr. Kenison reviewed the costs that Mr. DiLuzio had determined last year.

Mr. Kenison asked Ms. Favreau to check with Brandylyn Handy to see if Mr. DiLuzio was scheduled to meet with Acting Fire Chief Dubriske's committee. Mr. Kenison shared that to be more efficient, DiLuzio would be housed at the Fitzwilliam Fire Station, at least for the first year. Mr. Baker shared that it would be a huge expense to repair the building at Meadowood and noted that it could be at least \$100,000. The annex across the street wouldn't need as much work. Discussion was held on whether the building had heat. Running the ambulance out of there, modest heat and repairs wouldn't be as costly. Mr. Baker noted the main building would need the roof repaired now and noted that we needed to check if there were any restrictions regarding the gift. Mr. Mattson, Jr. shared that they needed to know if all three towns wanted to collaborate. Mr. Prigge

BOARD MEETING MINUTES

November 07, 2019

thought the committee needed to be kept together. Mr. Kenison noted they could look at the Village Fire Department to house the ambulance and crew. Ms. Bates mentioned that they could be housed at the Fire Department, if there was an open bay. Mr. Kenison stated it was a big decision if only Troy and Fitzwilliam and questioned if it would destroy the agreement to spend \$100,000 on the building because Fitzwilliam wouldn't want to spend \$100,000 on its own.

The Selectmen thanked FireWards and Acting Fire Chief for meeting with them.

Discussion was held on the possible purchase of a fire truck and the equipment included. Discussion was also held on the types of questions that needed to be asked and possibly included in the contract with DiLuzio.

11:00 NON-PUBLIC SESSION – RSA 91-A:3 II(c) - CHIEF DISALVO

At 10:54 a.m. Mr. Kenison made a motion to go into non-public session under RSA 91-A:3 II(c). Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 11:16 a.m. Mr. Kenison made a motion to leave non-public session and seal the minutes as disclosure would adversely affect the reputation of the person other than a member of the board. Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 11:16 a.m. Mr. Kenison made a motion to go into non-public session under RSA 91-A:3 II(c). Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 11:35 a.m. Mr. Kenison made a motion to leave non-public session and seal the minutes as disclosure would adversely affect the reputation of the person other than a member of the board. Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

***** DISCUSS FIRE STRUCTURE COMMITTEE RECOMMENDATIONS**

The Selectmen read the minutes. Ms. Bates shared that she tried to get committee members to keep the FireWards as an Advisory Counsel. Ms. Bates noted this would be a two year transition. Ms. Bates explained the benefit of having the FireWards as an Advisory Counsel. Mr. Kenison agreed that it would be valuable to ask about the types of equipment to be purchased. Mr. Baker noted the need for technical support but it wouldn't need to be FireWards. Mr. Baker thought it should be the Fire Chief. Mr. Baker noted that redundancy in supervision and management doesn't work. Ms. Bates asked if the Fire Structure Committee should come in and meet with the Selectmen. It was noted that the minutes indicated that the majority voted to change the structure. It was also noted that it would need to go to Town meeting for a vote and there would be comments from residents. Mr. Baker thought the Structure Committee should be brought before the Selectmen to determine their support and to discuss if it would prevent discussion at Town meeting. Ms. Bates didn't think it would stop comments at Town meeting for keeping the current structure.

Ms. Bates agreed with what was being discussed. Mr. Baker stated it should be a committee recommendation and committee members shouldn't go against it at Town meeting. Ms. Bates wanted to bring them together and discuss with the Selectmen.

Ms. Bates wanted the committee to meet with the Selectmen to discuss as opposed to waiting until Town meeting. Mr. Baker stated to have them approve the Warrant Article from last year. Ms. Favreau would try to schedule them to meet next week.

***** DISCUSS GRANT FROM NH PRESERVATION ALLIANCE**

Ms. Favreau shared that there was an opportunity to apply for a \$10,000 matching grant. A letter of intent would need to be submitted by December 2nd. The Selectmen reviewed the description of what the grant could be used for and they noted that it included items that the Selectmen have identified. Ms. Favreau explained if there was interest from the Alliance, the potential applicant would be invited to submit an application. The Selectmen agreed that it would be worth writing a letter of intent.

***** BUDGET WORK** **- Review Executive Budget**

Ms. Favreau and the Selectmen reviewed the Executive budget. Ms. Favreau shared it was basically the same as last year. Health insurance went down, advertising went up due to the newsletter cost and everything else was the same. Mr. Baker asked about banking. Ms. Favreau shared that the Town wasn't charged any fees. Ms. Favreau shared that the Town receives 3% interest with TD Bank but she didn't know for how long.

Ms. Bates asked about professional services and the auditor. Ms. Favreau shared there a separate budget line item. Ms. Favreau explained that the budget line items were State standards and the Town has separate line items. Ms. Favreau shared that the Town could purchase software that was designed for towns, it was expensive or we could continue with QuickBooks and design our own spreadsheets. Ms. Favreau shared that she needed to follow the State form regardless of

BOARD MEETING MINUTES

November 07, 2019

what the Town uses. Mr. Baker stated that someone needed to look at how to integrate budgets to automatically populate. Mr. Baker explained how it worked at Liberty Mutual Insurance Company. Discussion was held on the integration of financials for the Town. It was agreed that Ms. Favreau and Ms. White would take an on-line excel workshop and have a consultant come in for a half a day to help with setting up the structure and then budget.

Ms. Favreau explained the process for Department Heads to meet with the Budget Committee. Ms. Favreau asked if the Selectmen wanted to meet with Department Heads or to just review departmental budgets and attend the budget meetings. The Selectmen wanted to have the departmental budgets to review prior to the Department Head meeting with the Budget Committee. Ms. Favreau explained that the Budget Committee and the Selectmen make their own recommendations and the Budget Committee's recommendations were presented at Town meeting. Ms. Favreau also explained that departmental budgets were going up.

The Selectmen agreed to add an additional \$1,000 for education to the Executive budget. Discussion was held on the age of the copier. Ms. Favreau would look into next year.

ON-GOING BUSINESS:

***** STEEPLE PROJECT**

- **Not to exceed contract** – Ms. Favreau shared that she added the language to Mr. Southgate's proposal: Not to exceed \$750,000. Ms. Favreau mentioned that it was difficult to align Mr. Southgate's invoices with the construction phases. Mr. Baker explained how the invoicing and the construction phases would be aligned and going forward Mr. Southgate was to identify the construction phase of each item on his invoice. Tracking would also include the non-Southgate expenditures. This allows the Town to gage expenditures to the do not exceed number. The proposal would be sent to Mr. Southgate for his signature and the Selectmen would accept.

***** PRIME WETLANDS PROJECT**

***** AMBULANCE SERVICE**

***** SOLAR**

Ms. Favreau explained that CIP was for capital improvement requests and that CIP reviews departmental requests. They prioritize the requests and present their recommendations to the Budget Committee. Ms. Favreau shared that the first item on the Warrant was the operating budgets and then the capital requests were listed individually.

INFORMATION

- Letter from DES - Wetlands Permit

Mr. Baker asked that a thank you letter be sent to James Massey, Occupancy Logistical Manager at Liberty Mutual Insurance Company, Boston, and Brian Clark, Facilities Manager, Keene. Mr. Baker noted that the letter be sent to Mr. Clark and copied to Mr. Massey. Mr. Baker also requested that a separate letter be sent to Mr. Massey.

Mr. Clark invited Mr. Baker back to Liberty Mutual to look at equipment that Town departments could use. Mr. Baker asked for a list of equipment, additional furniture, bookshelves and file cabinets that the Selectmen's office needed. Mr. Baker would go tag items and schedule a truck. Mr. Baker asked that other Town departments submit a list as well.

Ms. Favreau shared that she received a new Medicare agreement. Ms. Bates executed the document.

The Selectmen took recess at 2:35 p.m.

The Selectmen reconvened their meeting at 2:50 p.m.

The Selectmen shared with Cindi Beede that they have been reviewing Town owned buildings. When they reviewed the pole barn they noted that a few repairs were needed. Ms. Beede shared that she noticed today that a few lights were broken. The lights have a cage around them, but the plastic covers were broken. Ms. Beede reviewed the list and noted that a few boards on the back side of the pole barn were rotted. The Selectmen thought it was T1-11. Priority would be the asphalt repair, replace rotted wood and paint, and defer painting of the entire building until 2021. Mr. Baker mentioned that the Conservation Commission was looking to acquire 108 acres at the ski hill – it is owned by Matthew Buonomano and in conservation. Mr. Baker shared that the Conservation Commission stated the advantage to own the property would be the trails. Mr. Baker noted that if the trails were not going to be used, why the Town would want to purchase the land. Ms. Beede would mention it to the Recreation Commission. Ms. Beede shared that when she was first hired as Recreation Director, John Holman brought her up to see the trails. Ms. Beede stated that they can't get equipment up there without property owner permission. She shared that no one has asked to borrow skis. Mr. Kenison mentioned that Russell Raitto would allow access if the Recreation Department needed access. Mr. Baker shared that the Selectmen needed to come up with a position on whether to support the land acquisition or not and he would like the Recreation Commission to weigh in. It was noted that the trails haven't been groomed for a long time. It was thought that after the ice storm there hasn't been any maintenance and interest has waned. Ms. Beede shared that they were good walking trails and she noted that snowshoes weren't allowed because it messed up the cross country ski trails. Ms. Beede shared that it wasn't being used for cross country skiing and she thought the signs needed to be

BOARD MEETING MINUTES

November 07, 2019

amended. It was noted that the trails were in bad shape. Mr. Baker noted that without maintenance it was a liability for the land owner. The trails were no longer well marked. Mr. Baker asked for any future plans the Recreation Commission may have and that would help the Selectmen weigh in. Mr. Baker mentioned that hay bales would be put up against the wire at the bottom of the hill. Ms. Beede mentioned the basketball court surface needed to be resurfaced. Ms. Beede shared a letter that she received from a family at Laurel Lake that uses the tennis courts when up for the summer.

Ms. Beede would follow-up with the Selectmen.

*** ACCEPTANCE OF FURNITURE DONATION

Mr. Baker made a motion to accept the furniture from Liberty Mutual Insurance Company. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

4:00 NON-PUBLIC SESSION – RSA 91-A:3 II(c)

Mr. Baker shared with Acting Fire Chief Adam Dubriske that there was an opportunity for the Town to get some furniture from Liberty Mutual and asked if there was anything the Fire Department needed.

At 3:27 p.m. Mr. Kenison made a motion to go into non-public session under RSA 91-A:3 II(c). Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 4:20 p.m. Ms. Bates made a motion to leave non-public session and seal the minutes as disclosure would adversely affect the reputation of the person other than a member of the board. Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

Meeting Schedule:

9:00 a.m. - Thursday, November 7, 2019

7:00 p.m. - Wednesday, November 13, 2019

9:00 a.m. - Thursday, November 21, 2019

Mr. Kenison made a motion to adjourn the meeting at 4:20 p.m. Ms. Bates seconded and the motion passed. 3-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Daniel Baker, Chairman

Robyn Bates

Charles Kenison
Board of Selectmen